



**REQUEST FOR QUALIFICATIONS**

**FOR**

**ELECTRICAL CONSULTANT SERVICES**

**FOR**

**MORROW COUNTY PUBLIC WORKS PROJECTS**

**MORROW COUNTY**

365 W. Hwy74  
P.O. Box 428  
Lexington, Oregon 97839  
(541) 989-9500

2017

## TABLE OF CONTENTS

	<b>Page</b>
<i>Introduction</i>	3
<i>Section 1: RFQ Submittal and Closing Date</i>	3
<i>Section 2: Inquiries</i>	3
<i>Section 3: General Work Statement and Delivery Schedule</i>	4
<i>Section 4: RFQ Contents</i>	4
<i>Section 5: Proposal Evaluation and Consultant Selection</i>	5
<i>Section 6: General Information</i>	6

## **INTRODUCTION**

Morrow County, hereinafter known as the County, is seeking the services of a qualified Electrician to provide electrical wiring services for various County Public Works projects as the need arises. The contract is anticipated to start October 2017, and will cover a period of three (3) years. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Separate work orders will be developed for each County project. The County reserves the right to select a different Electrician for these County projects if it is in the best interest of the public to do so.

### **Section 1: RFQ Submittal and Closing Date**

~ Copies of the RFQ must be received by 4:00 p.m. local time on **September 14, 2017**. RFQs may not exceed 25 pages. Neither late nor faxed submittals will be acceptable. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Morrow County  
Attn: Sandi Pointer  
P.O. Box 428  
365 WHwy74  
Lexington, OR 97839  
(541) 989-9500

### **Section 2: Inquiries**

2.1 Questions that arise prior to the RFQ deadline shall be addressed to the following:

Morrow County  
Attn: Sandi Pointer  
P.O. Box 428  
365 WHwy74  
Lexington, OR 97839  
(541) 989-9500

2.2 Consultants shall submit questions in writing to Sandi Pointer no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

## **Section 3: General Statement of Work and Delivery Schedule**

### **3.1 General Work Statement**

The objective of this work is to assist Morrow County with. An electrical project as the need arises. Projects may include, but are not limited to, the following:

1. Rewiring of County Buildings.
2. Wiring for County Parks.
3. Diagnosis and repair of existing wiring.

### **3.2 Electrical Consultant's Responsibilities**

The scope of work to be performed by the Consultant for various County electrical projects may include some of but not limited to, the following:

1. Assist the County with development and planning of electrical projects.
2. Prepare preliminary electrical project costs.
3. Meet with the County and representatives of local, state, and federal agencies as necessary.
4. Proceed with final design work after County approval.
5. Review shop and working drawings on building projects.
6. Assist in obtaining permits, applications, etc., as necessary for the work.
7. Respond to Request for Services within a reasonable time frame, no longer than one week.
8. Provide and use all safety equipment required on the job site.

## **Section 4: RFQ Content Requirements**

### **4.0 Fee Schedule**

Costs will be evaluated as part of the selection process. A Preliminary Fee Schedule for any Proposed selected must be submitted as part of the RFQ.

### **4.1 Consultant's Cap abilities/Experience/References**

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.
- Provide proof of insurance.
- Provide proof of electrical license.

## **4.2 Project Team**

Outline the firm's personnel who would work with the County. The response should address the following:

- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience, including sub consultants.

## **4.3 Method of Approach**

Outline the firm's approach to working with the County on County projects.

## **4.4 Understanding of Requested Services and Local Area Factors**

Outline the Consultant understands of the requested services and the impact of local area factors on these services.

# **Section 5: Proposal Evaluation and Consultant Selection**

## **5.1 Evaluation Process**

Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria (listed below) and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (A) notice to a Propose(s) of selection for tentative contract negotiation and possible award; or (B) further steps to gather more information for further evaluation. This often means notice of placement on an interview list with time and date of the interview. The selection process may be canceled if the County determines it is in the public interest to do so.

## 5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<b>Criteria</b>	<b>Maximum Score</b>
A. Fee Schedule	60
B. Response Time	20
C. Method of Approach	10
D. Understanding of Requested Services And Local Area Factors.	10
<b>Total Maximum Score:</b>	<b>100</b>

## Section 6: General Information

- 6.1 The County may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2 The successful consultant must have Worker's Compensation Insurance covering work in Oregon. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3 The County reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing or presenting the proposal.
- 6.4 The County reserves the right to cancel this RFQ upon a good cause finding.
- 6.5 The County may award a contract to the consultant whose proposal, in the opinion of the County, would be most advantageous to the County.
- 6.6 The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a sub consultant produces them.

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REQUEST FOR QUALIFICATIONS FOR  
ELECTRICAL CONSULTANT SERVICES

*Morrow County Public Works Projects .Morrow County, Oregon.*

Morrow County, Oregon, requests proposals from qualified Electricians to provide open-ended electrical consultant services for various County Public Works projects. Consultants submitting qualifications shall be considered based upon the following general evaluation criteria:

1. Consultant's fee schedule.
2. Response time.
3. Method of approach.
4. Understanding of the requested services and local area.

Copies of the Request for Qualifications may be obtained from Morrow County, P.O. Box 428, 365 W Hwy 74, Lexington, Oregon 97839, (541) 989-9500. Complete proposals will be accepted at the same address until **4:00 p.m., September 14, 2017.**